



ENDING STUDENT ENROLLMENTS

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Select a **School** from the **Selection Toolbar**.



From the **Index**, expand the **Census** folder by clicking on the plus (+) sign.



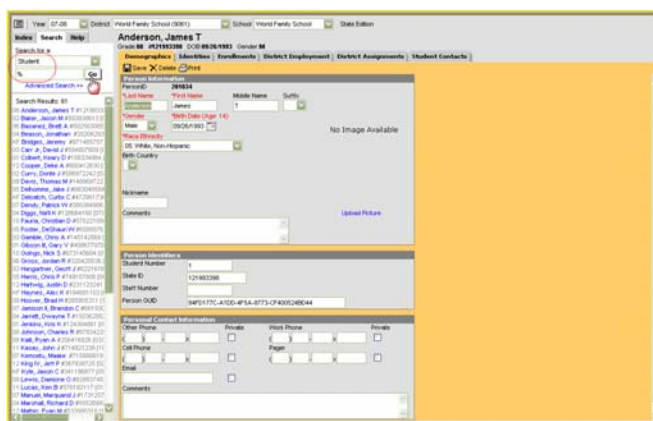
Select the **People** option. The **Census** search screen will appear.

Select **Student** from the **Search for a:** box.

Type the name of a student (for a specific search) or type a percentage (%) symbol (for a generic search), and click **GO**.

Select the name of a student.

(See QRG: Search Options)





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Click on the **Enrollment** tab.

Open the enrollment record by clicking on the edit notepad icon in the enrollment record.

Enter the student's *End Date* and *End Status* code.

The *End Date* should be the last date the student was in attendance at the school.

End Status codes must be entered correctly for student tracking purposes. If you enter a code that is later found to be inaccurate, return to the AIM system and make the correction to that student's record.

End Status comments may be entered, if desired.

Click **Save**.

NOTE: If the student's *End Status* code is a 300 level code, a *Dropout Reason* code should also be entered. Do not enter a *Dropout Reason* code for any other *End Status* code.



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END STATUS CODES AND DEFINITIONS	
100: <i>End of Year, Returning to Same School Next Year</i>	Exit at end of school year. Will return to same school next year.
105: <i>Change in Grade Level During Regular School Year</i>	Student who changes grade level during the school year.
110: <i>Promoted to Another School</i>	Student who enters another school after successful completion and promotion from the highest instructional level of the current school. Example: Grade 8 student enters the High School when promoted to grade 9 – as long as the High School is within the same district as the Elementary school. If they are different districts, the student should be coded as 140: Transfer to a Public Schl in Another District in MT.
120: <i>Transfer to a Public School in the Same District</i>	Student who transfers from one school to another within the same district.
130: <i>Transfer to a Public Schl Under NCLB Schl Choice</i>	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement, in corrective action", or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140: <i>Transfer to a Public Schl in Another District in MT</i>	Student who transfers from one to school to another outside of the district, but within the state of MT.
150: <i>Transfer to a State-Funded School</i>	Student who transfers to a Department of Corrections or Board of Public Education school in the state.
160: <i>Transfer to a Private School in the State</i>	Student who transfers to a private school (either accredited or unaccredited) in the state.
170: <i>Transfer to a Home School in the State</i>	Student who transfers to a home school in the state.
180: <i>Transfer to a School Out of State</i>	Student who transfers to any type of school, outside of the state.
190: <i>Transfer Out of the Country</i>	Student who transfers out of the country for any reason (except a US student enrolling in a foreign exchange program – see below).
210: <i>Medical Care or Treatment, Eligible to Return</i>	Student who has a long-term medical condition, or is in a drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
End Status Codes and Definitions	



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220: <i>Enrolled in a Foreign Exchange Program</i>	Student who is enrolled in a Foreign Exchange program, and is eligible to return to school in the United States.
230: <i>Enrolled in an Early Admissions College Program</i>	Student is enrolled in an early admissions college program, but is eligible to return to graduate.
240: <i>Withdrawn, Under Age for Compulsory School Att</i>	Student who is not yet 7 on the first day of school in a school year (MCA 20-5-102), and whose parents choose to un-enroll them from any type of schooling.
250: <i>Expelled, Eligible to Return</i>	Student is expelled by an action of the school board of trustees for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260: <i>Unknown (Grades PK-6, UE)</i>	Student in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.
300: <i>Withdrew for Personal or Academic Reasons</i>	Student withdrew for personal or academic reasons.
310: <i>Exceeded Age Requirement Set by District Policy</i>	Student exceeded maximum age requirement set by district policy.
320: <i>Removed, Reasons Other Than Health, Not Returning</i>	Student was removed from the educational system, without choice, for reasons other than health, and is not expected to return (e.g. adult corrections, removed by court order, permanently expelled).
330: <i>Enrolled in Adult Educ or Military, No Diploma</i>	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340: <i>Unknown</i>	Student are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students who were absent 10 or more consecutive days, and students that moved without providing further information on their educational status, and are in grades 7-12, UM or UH. These students are counted as dropouts.
400: <i>Graduated From High School</i>	Student has met the state and local requirements for graduation.
410: <i>Completed GED Test (School Appr Program)</i>	



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420: <i>Completed School With Other Credentials</i>	Student completes school without a high school diploma (e.g. Colony students) or receives a certificate of completion or attendance in lieu of a high school diploma.
500: <i>Student Died</i>	Student Died.
510: <i>Student is Permanently Incapacitated</i>	Student is permanently incapacitated and unable to return to school.



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DROPOUT CODES AND DEFINITIONS	
01: <i>Academic Difficulty</i>	The student left school because of academic difficulty or lack of engagement.
02: <i>Attendance Difficulty</i>	The student left school because of difficulty with attendance/absenteeism and credit policy.
03: <i>Economic Reasons</i>	The student left school because of economic reasons, including the inability to pay school expenses and inability of parents to provide suitable clothing.
04: <i>Employment</i>	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05: <i>Expelled</i>	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06: <i>Illness</i>	The student left school because of illness.
07: <i>Job Corps or Similar Program</i>	The student left school to join the Job Corps or similar program.
08: <i>Language Difficulty</i>	The student left school because he or she was experiencing difficulty with language.
09: <i>Marriage</i>	The student left school because of marriage.
10: <i>Military</i>	The student left school to join the military.
11: <i>Needed at Home</i>	The student left home to help with work at home, including work on the family farm.
12: <i>Over Compulsory Age</i>	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8 th grade completion).
13: <i>Pregnancy</i>	The student left school because of pregnancy.
14: <i>Poor Personal Relationships</i>	The student left school because of poor personal relationships with students, teachers and/or administrators.
15: <i>Reached Maximum Age Set by District Policy</i>	The student left school because they reached the maximum age of attendance as determined by school district policy.
16: <i>Other Known Reason</i>	The student left school, or was required to leave, for some known reason other than those listed.
17: <i>Unknown Reason</i>	The student left school for a reason which is not known.
18: <i>GED (Pursuing)</i>	The student left school to obtain a GED.
19: <i>Suspended, Did Not Return</i>	The student was suspended, but did not return after the suspension ended.



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<i>Dropout Codes and Definitions</i>	
20: <i>Harassment/Feeling Unsafe at School</i>	The student left school because they felt threatened, harassed or unsafe.
21: <i>Entered Adult Correctional Facility</i>	The student left school to enter an adult correctional facility and is not expected to return.
22: <i>Lack of Childcare</i>	The student left school because he or she could not find appropriate child care for a dependent.

